DIRECTOR OF COMMUNITY DEVELOPMENT

Position Purpose:

The purposes of this position are to plan, organize, conduct and supervise a comprehensive land use, planning and development program for the community including: zoning enforcement and administration, planning, building inspections, engineering services, inland wetlands, subdivisions, GIS administration, open space, grants, economic development, engineering needs, housing rehabilitation and related grants. The Director of Community Development is required to exercise considerable independent judgment in administering and managing the town’s development process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions.

Supervision:

Supervision Scope: Oversees and performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of planning, land use law, engineering and economic development.

Supervision Received: Works under the general direction of the Town Manager; refers only unusual situations to his/her supervisor and primarily to obtain concurrence on proceeding with more sensitive issues.

Supervision Given: Supervises Building Official – Zoning Enforcement Officer, Administrative Assistant, contracted Engineer, Housing Consultant and temporary clerical help. Usually provides general instructions and general objectives. Detailed instructions are provided to temporary help.

Job Environment:

Administrative work is performed in a moderately noisy office; 20% of time requires the performance of inspections outdoors, under prevailing weather conditions, including extreme hot and cold and the hazardous and noisy conditions associated with construction sites.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes periodic contact with other municipal departments, state agencies, and frequently with the general public, attorneys, appraisers, realtors, builders, developers, engineers, and...
surveyors; communication is frequently in person, by telephone, fax, e-mail and standard reports; contacts require a high level of patience and resourcefulness to explain procedures to others.

Errors in judgment or omissions could result in delays in service, monetary loss, rework by others and legal ramifications.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development issues and land use. Provides technical advice, information and policy recommendations on matters related to land use development, zoning, subdivisions and economic development.

Administers, supervises, reviews, evaluates and makes recommendations related to applications to the Town Plan and Zoning Commission, Zoning Board of Appeals and Inland Wetlands and Watercourses Commission for zones changes, zoning amendments, special permits, site plans and subdivision approval.

Prepares and makes recommendations for changes in subdivision and zoning regulations and for approval or disapproval of pending applications relating to land development and use.

Designs and revises site development plans and makes site inspections as warranted. Makes field visits to potential development and construction sites and evaluates compliance with regulations and determines if enforcement action is warranted.

Accumulates statistical data for analysis of changes in population, land use and other factors affecting Town growth and development.

Analyzes the effectiveness of land use controls and makes recommended changes. Examines land use and economic activities and makes recommendations based on findings and conclusions. Designs, prepares and recommends land use plans and regulations.

Prepares specifications for consulting services and oversees and coordinates consulting services in planning, engineering, housing rehabilitation and economic development including the review and updating of the Town’s Plan of Development.

Prepares and presents technical, statistical and narrative reports and studies as assigned by the Town Manager.

Confers with and provides explanation, technical advice and information to prospective developers, attorneys, the public and other Town staff and officials on matters relating to land use and development.
Coordinates Town planning programs with regional, state, and federal planning agencies.

Oversees and coordinates the performance bonding for public improvements.

Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions including the preparation of commission related correspondence, approvals, denials, special permits, security agreements, releases, etc.

Prepares and administers grant programs as assigned, particularly the Small Cities Program which involves administering the Town’s Housing Rehabilitation Program.

Directs and coordinates the Town’s GIS system.

Develops department policies and procedures and assigns, trains and supervises technical and clerical staff.

Prepares and administers annual operating budget for the Office of Community Development and Engineering.

Other Functions:

Performs related work as required.
Serves as liaison with numerous regional boards and commissions
Participates in professional development to maintain knowledge on new methods.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master’s Degree in Planning or a closely related field and five years of increasingly responsible professional regional or municipal land use planning; OR an equivalent combination of experience and training. A.I.C.P. Certification preferred.

Special Requirements:

Valid Motor Vehicle Operator’s License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of community and economic development and land use planning. Thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions, wetlands, land use
and development. Knowledge of GIS computer systems. Understanding of maps, drainage, traffic, construction, legal systems, site design, soils, sewers and engineering requirements for development.

**Ability:** Ability to read and interpret site plans, drawings and specifications. Ability to perform technical research and analysis in the field of planning and economic development. Ability to administer and coordinate a municipal planning and community development operation. Ability to analyze, interpret and explain complex planning/zoning regulations and ordinances, and reports and studies. Ability to deal effectively with Town staff and officials, developers, attorneys, and the public. Ability to write and administer grants. Ability to assign, train, and supervise technical and clerical staff. Ability to prepare and administer an operating budget for the department. Ability to prepare and present technical and narrative reports in oral and written form.

**Skill:** Excellent verbal and written communication skills; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people. Skills with computers to administer a GIS system.

**Physical and Mental Requirements:**

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; occasionally requires use of hands to finger, handle, or feel objects; to kneel or stoop; and reach with hands and arms. Employee may occasionally need to access all levels of a construction site and traverse uneven terrain. The employee must infrequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*